

i- CALL FOR TENDERS

Call for Tenders No.: ECTL_SRC_240067

Title: One Junior Technician in Support of the EUROCONTROL Brussels Conference Centre

General:

EUROCONTROL has 41 Member States and is a civil-military intergovernmental organisation committed to building, together with its partners, a Single European Sky, i.e. arrangements allowing the air navigation management system in Europe to achieve the level of performance required for the coming decades.

The EUROCONTROL Agency, which was set up to carry out the Organisation's mission, provides sustained support for all its Member States, for the European Commission and for the European Aviation Safety Agency (EASA). This assistance is provided in numerous fields, in particular those of regulation, general oversight of air navigation management arrangements, and the environment. The EUROCONTROL Agency is also tasked with the permanent monitoring of the performance of the air navigation management system in place in Europe and of the associated civil-military coordination.

Technical subject matter:

At its premises in Brussels, the EUROCONTROL Agency runs a conference centre, comprised of 15 large meeting rooms and a number of smaller rooms. The Conference Centre welcomes up to fifty thousand users per year.

The Conference Centre is used by EUROCONTROL for all its major meetings, events and exhibitions and is also made available to external partner organisations for the organisation of their own high-level meetings.

The Conference Centre is run by EUROCONTROL staff members, with the support of external technicians who provide conference support services. For this Call for Tenders, EUROCONTROL is seeking one full-time junior technician to assist internal staff.

SUPPORTING EUROPEAN AVIATION

Member States: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye, Ukraine, United Kingdom.

Comprehensive Agreement States: Israel, Morocco.

Main selection and assessment criteria:

TECHNICAL CAPACITY CRITERIA
5 years of experience of the company concerned in audio-visual services provided to large organisations/ companies (i.e. more than 500 people)
Ability of the company to provide replacement staff within 48 hours in the event that the selected technician is sick.

TECHNICAL ASSESSMENT CRITERIA
Completion of a secondary school diploma (or equivalent)
A good knowledge of English (B2) and French (B2)
Minimum of 4 months professional experience in a post working on a daily basis with audio-visual equipment
4 months of professional training in the use of audio-visual equipment
4 months practical experience of the different web meeting platforms (Webex, Zoom, MS Teams, etc.)
4 months experience with the Office 365 (Outlook, Powerpoint, Word, Excell basics)
3 months Practical experience of videoconference equipment and IT networks
3 months of practical experience as an operator in a conference centre

The economically most advantageous offer will be established in accordance with the following Award criteria:

For the Technical tender, a weighting of 60% is applied, for the Financial tender, a weighting of 40%.

Tender closing date:

30 September 2024 at 15:00 Brussels time

Point of Contact:

Please see the "Important Notice" below and if you have any other related questions, please contact:

REEB, France
CF/AFS/PROC
E-mail: France.reeb@eurocontrol.int
Tel.: +32 2 729 9676

If this Call for Tenders should interest you, please read the important information below:

CFT Internet Notice I-IN-E via iSourcing Vers.2.12

IMPORTANT NOTICE

The full i-Call for Tenders documentation is in electronic format (.pdf).

If you wish to obtain the i-Call for Tenders documentation, please read and follow carefully the instructions below:

1. If you are already registered in the EUROCONTROL Supplier Portal, you can search for this Call for Tenders, and its relevant documentation, in the “*View Active Negotiations*” section of the Supplier Portal.
2. If you are not yet registered as a EUROCONTROL supplier, please follow the process described on the following link: <https://www.eurocontrol.int/portal/new-supplier-portal>.
3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall be made electronically and shall be exclusively made in strict accordance with the instructions given in the tendering documentation.
5. You may:
 - a) print out the documents;
 - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
 - c) use printouts of the electronic i-Call for Tenders documents for the submission of tenders (especially the Price Offer Form ref: I-TSF-E).
6. You may not:
 - a) modify, edit and/or change the electronic documents other than to submit the required info and to sign/stamp where required;
 - b) transmit such documents to any third person who has no need to know them;
 - c) post such documents on any private or public website;
 - d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
 - e) transmit the documents without indication of the source.

An environmental notice:

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the price enquiry documentation if you are actually considering to submit a tender.